WORKFORCE PLANNING/STRATEGIC PLANNING
TRAINING CLASSES

CPS (www.cps.ca.gov)

Workforce/Succession Planning Workshop

4-day course

This course is designed for people who have responsibility for some aspect of workforce/succession planning. During this interactive workshop, participants will learn how to develop a workforce/succession plan using their own data. They will receive a tool kit of templates and an understanding on how to use the tools to develop a plan for their organization.

Past participants have indicated that there is added value to have more than one person per agency attend together. A comprehensive toolkit is provided to each participant to utilize in his or her own workforce/succession planning process.

Objectives:

- Gain insight into the Perfect Storm that will impact the global workforce
- Overview of the workforce/succession planning process
- Understand how to analyze data using your own statistics
- Learn how to gauge your organizations' readiness for change
- Find out the difference between Workforce planning and Succession planning
- Learn how to develop leadership competencies
- Learn how to apply the six step workforce/succession planning process to your own organization
- Learn the fundamentals of developing a communication and action plan
- Discuss implementation and measurement methodologies

Course Number: 407

Presenter: **Kevin Williams**, **Karen Arnold**
15-Sep-08 - 18-Sep-08
8:30AM - 4:30PM
Cancel Date 8-Sep-08
Seats Left 14

Price: $600.00 (USD)

Purchase Credits: 600

Register

CPS Training Center   Directions

Amenities   Details

Presenter: **Kevin Williams**, **Karen Arnold**
26-Jan-09 - 29-Jan-09
8:30AM - 4:30PM
Cancel Date 19-Jan-09
Seats Left 17

Price: $600.00 (USD)

Purchase Credits: 600

Register

Location To Be Determined   Details

Presenter: **Karen Arnold**, **Kevin Williams**
23-Mar-09 - 26-Mar-09
8:30AM - 4:30PM
Cancel Date 16-Mar-09
Seats Left 29

Location To Be Determined   Details

Price: $600.00 (USD)

Purchase Credits: 600

Register

Strategic Planning Overview

1-day course

For managers, planning team members, and analysts, this workshop introduces the concepts and processes involved in developing, implementing, and maintaining a strategic plan. This workshop is often taken in concert with Measuring Your Organization's Performance and Performance Based Budgeting. Taken in series, these workshops will provide you with the foundation you need for developing a strategic plan in your department.

Objectives:

- Describe internal and external assessment processes
- List the importance of the mission, vision, and value statements
- Describe the linkage of goals and objectives for your organization
- List performance measures that show when a goal has been achieved
- Discuss the action plan describing the steps to achieve an objective
- Describe how to align workforce development programs with your strategic plan

Course Number: 110

Presenter: **Tony Carney**
15-Oct-08
8:30AM - 4:30PM
Cancel Date 8-Oct-08
Seats Left 30

Price: $140.00 (USD)

Purchase Credits: 140

Register

Location To Be Determined   Details

Strategic Planning Workshop

3-day course

For managers, planning team members, and analysts, this workshop introduces the concepts and processes involved in developing, implementing, and maintaining a strategic plan. This workshop is often taken in concert with Measuring Your Organization's Performance and Performance Based Budgeting. Taken in series, these workshops will provide you with the foundation you need for developing a strategic plan in your department.

Objectives:

- Perform internal and external assessment of your organization
- Write mission, vision, and value statements
- Draft goals and objectives for your organization
- Write performance measures that show when a goal has been achieved
- Write an action plan describing the steps to achieve an objective
- Align workforce development programs with your strategic plan

Course Number: 111

Presenter: **Tony Carney**
12-Nov-08 - 14-Nov-08
8:30AM - 4:30PM
Cancel Date 5-Nov-08
Seats Left 29

Price: $420.00 (USD)

Purchase Credits: 420

Register

Location To Be Determined   Details

State Personnel Board ()
Workforce Planning

Overview:

This one-day class will provide an introduction to workforce planning, exploring the critical need for an effective workforce plan to minimize the effects of an upcoming "perfect storm" which threatens as the result of combined workforce demographic changes, increasingly complex technology, and shrinking budgets within the state and world economies.

Participants will have an opportunity to become familiar with various models of workforce planning and determine the plan elements best suited for their organization. They will also assess the driving and restraining forces to the successful implementation of a workforce plan and create an action plan for next steps in implementing their workforce plan.

Objectives:

Upon completion of this class, participants will be better able to:

- Articulate the importance of workforce planning as it relates to state service
- Understand the basic principles of workforce planning
- Identify common deterrents to effective workforce planning and brainstorm for solutions
- Influence others within the organization to support the workforce planning initiative
- Comprehend the steps of a successful workforce plan
- Demonstrate understanding of several different workforce planning models
- Determine which workforce planning model best fits his/her organizations needs
- Initiate an action plan for next steps in developing his/her workforce plan
- Identify and utilize resources for creating, implementing and maintaining a successful workforce plan

Intended Audience:

This class is designed for personnel staff who are responsible for making decisions on transfers and reinstatements.

Tuition:

$145 per participant

Class Offered:

November 17, 2008
8:30 a.m. - 4:30 p.m.

Working with Generational Differences

Overview:

This one-day class identifies generational differences as they currently exist in today's workforce. It examines four generations: Traditionalists, Baby Boomers, Gen X'ers, and Gen Y populations. Participants learn how age differences in the workplace can positively impact productivity, quality and the relationships between work teams and managers. Each generation's value system development is explored with regard to its behavioral influences at work. Through the use of varied activities, discussions and case studies; participants learn and further develop strategies to motivate and coach the four generations. Recruiting and retentions strategies are also presented.

Objective

This class provides participants with an understanding and appreciation of today's workplace generational differences. it also builds skill in fully utilizing the benefits of cross-generational diversity.

Intended Audience:

The design of this class supports managers and supervisors, work teams and employee work groups looking to improve performance and employee relationships.

Tuition:

$145 per participant

Class Offered:

September 23, 2008
8:30 a.m. - 4:30 p.m.

November 21, 2008
8:30 a.m. - 4:30 p.m.

Government Technology - Bay Area Technology Conference
September 11, 2008 - Foster City, CA
http://www.govtech.com/events/BayAreaTech2008/agenda
12:30 pm General Session $25.00

The Multi Generational Workforce
Ron Crouch, Director, State Data Center, University of Louisville
The workforce and the organizational culture are changing. Baby boomers have been the dominant voice of the workforce. As they begin retiring in droves, the workforce is shifting to a multigenerational workforce. GenXers and Millennials are moving in and up the organization as Baby Boomers leave. These generations are now working alongside each other, bringing different work ethics, work styles, and motivations to the government work place. What are the characteristics of the different generations? What does it take to motivate and reward the multigenerational workforce? What role does Human Resources play in recruiting the next generation worker? This session will explore these questions and Mr. Crouch's candor and humor keep things lively.

Workforce Planning Conference
November 5, 2008
Franchise Tax Board

Workshop Selections:

Workforce Planning Overview

Our State could lose up to 80,000 people over the next five years, or 35% of our current workforce to the upcoming wave of Baby Boomer retirements. This is why it's imperative to take those first steps to ensure your department is prepared for the human resource crisis. The Workforce Planning Overview session is designed with the beginner in mind and will provide a general overview of workforce planning.

Knowledge Transfer Strategies

Knowledge loss is a critical issue facing State departments and agencies today as significant numbers of people in key positions and upper management leave for retirement. So how does your organization take steps to mitigate this knowledge drain? Come to our workshop and listen to our panel of experts discuss knowledge transfer strategies that can help you prepare for this impending problem.

Best Practices

Come listen to a panel of experts from the City of San Francisco and other local jurisdictions discuss their experience with workforce and succession planning. Learn what worked, what didn't, and what problems are unique to government as compared to the private sector. This panel will be facilitated by an experienced trainer and the audience will be given an opportunity to ask the panel questions.

Competency Overview

The Human Resources Modernization Project, sponsored by the Department of Personnel Administration, the State Personnel Board and the Department of Finance, is focusing on efforts to streamline the State's human resources classification, recruitment, selection, development and workforce planning systems based on competency models. Come to this session and learn more about what competencies and competency models are, and how they are developed and applied.

Competency-Based Selection

The Competency-Based Selection session will clearly define what comprises a competency-based selection system and provide a number of illustrative examples of how organizations have incorporated such a system into their HR process. It will also describe how competency-based selection can significantly improve the odds of selecting the best and brightest by focusing on applicants' past performance rather than what they would do in response to a hypothetical situation.

Data Collection

The data collection workshop will provide participants with an overview of the various reports and resources that may be useful when conducting Workforce Analysis. Topics

will include: identifying and collecting data used to conduct a successful workforce analysis, sources for obtaining data, and how to analyze the data.

Workforce Analysis

The Workforce Analysis workshop will provide participants with an overview of the importance of workforce analysis with an emphasis on gap analysis. Topics will include: developing current and future workforce profiles, identifying workforce gaps, and developing strategies to create a workforce analysis plan.

Department of Personnel Administration
Results of Workforce Planning Survey
Conducted July 2008 – 91% Response Rate

Does your department have a current Strategic Plan?
85% Yes   15% No

Does your department have a separate IT Strategic plan?
43% Yes   57% No

Where is your department in the Workforce Planning process:
24% Not Started   35% Just Begun
32% In Progress   9% Implementing and Evaluating

Where is your department on Succession Planning (meaning leadership succession):
22% Not Started   30% Just Begun
32% In Progress   16% Implementing and Evaluating

In your department, where is (or will be) the workforce planning function?
62% Admin/HR
24% Executive Office
10% We created (or will create) a Workforce planning unit
4% Other (please name)

If you are doing workforce and/or succession planning, did you hire a consultant to help
with the process   **15% Yes   85% No**

If you are doing workforce and/or succession planning, are you using competencies?
                    61% Yes   39% No

How many positions are dedicated to workforce and/or succession planning?

Full Time	**49%- 0**	**38% 1-2**	**6% 3-5**	**2% 6-10**	**5% More than 10**
Part Time	**22%- 0**	**57% 1-2**	**9% 3-5**	**8% 6-10**	**4% More than 10**